

NEW EMPLOYEE ORIENTATION CHECKLIST

RETURN BY: March 12, 2004
ATTENTION Lena Contreras
M/S 241-6 PERSONNEL

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NAME

02/23/2004
EOD DATE

Aerospace Engineer, AST, Fluid & flight Mechanics GS-861-07
TITLE, SERIES, GRADE

AFA
ORGANIZATIONAL CODE

ORGANIZATIONAL INTRODUCTION

- ☐ Mission and function of the organization
- ☐ Organization chart (e.g., Directorate, Division, Branch)

EMPLOYEE DEVELOPMENT

- ☐ Job description
- ☐ Specific job responsibilities and performance standards
- ☐ Employee Performance Communications Systems (EPCS)
- ☐ Career development, training bulletins/website, Individual Development Plans
- ☐ Role of mentor

POLICIES

- ☐ Hours of work, tardiness, lunch, and break periods (if applicable)
- ☐ Procedures for requesting leave, reporting absences, and timesheets
- ☐ Policy on overtime/compensatory time
- ☐ Policy for leaving work early
- ☐ Smoking policy
- ☐ Rules for using telephone, computer, fax, and internet
- ☐ Safety regulations, protective equipment
- ☐ Accident and injury reporting
- ☐ Securing files, tools, equipment, and supplies

INTRODUCTION TO WORK AREA

General Center Information

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Facilities:

Health Unit
Gym, Physical Programs
Travel Agency
Credit Union
Gift Shop
Eating Facilities (Cafeteria,
McDonalds, Baskin Robins, Off-Center
restaurants, Truck, etc.)
Post Office
Moffett Facilities
Child Care Center
Aerospace Encounter

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Center Services:

Libraries
Mail Services
Publications
Graphics
Reproduction
Training; NASA-Ames Conference Center (NACC)
Ames Exchange

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Center Programs:

Employee Assistance Program
Ames Suggestion Program
EO Advisory Groups
VPP- Voluntary Protection Program
Diversity Dialogue Group

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Center Publications:

Ames Telephone Book
Ames Organizational Chart
Astrogram

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Parking, Car Pools, Public Transportation

Other Items Discussed

This is to verify that all checked items have been explained discussed, and/or shown.

Immediate Supervisor

Date

